

Chapter 6: Fleet Guidance

6.1 Program Introduction and Goals: The purpose of this document is to provide guidance on the use of the SmartPay Fleet Card for obtaining authorized supplies, services and repairs for motor vehicles, equipment, boats and small airplanes, owned or commercially leased by the NPS. The fleet card provides a valuable tool to control and streamline the administration of fleet expenses. The fleet card also provides a convenient way to pay for and track these expenses. The General Services Administration (GSA) Fleet Management Center provides a separate Voyager Charge Card along with each GSA leased vehicle.

6.2 Scope: The fleet card is not a part of the travel or purchase card business lines. Fleet cards are assigned to a specific vehicle, major piece of equipment, boat or aircraft. There is only one fleet card per vehicle, so that the vehicle usage data can be captured and compiled in the Agency Motor Vehicle Report, Standard Form 82. Only the Park/Area Fleet Manager can place orders for new fleet cards and/or cancel fleet cards that are no longer required.

6.3. Fleet Card Threshold/Limit: There is a \$2,500 maximum dollar amount allowed per month for purchases with each fleet card. This limit includes fuel and vehicle repairs. All charges over the maximum amount allowed per month must be coordinated with and approved by the park/area Fleet Manager or a designated individual. If a single vehicle repair purchase is over \$2,500 or more, the Fleet Manager must submit a completed Purchase Request, Form DI-1 through the Accountable Officer to the Procurement Office for processing.

6.4 Bulk Fuel/Repair Parts Purchases: All bulk fuel/repair supplies for any maintenance facility must be purchased with the purchase business line and not the SmartPay Fleet Card.

6.5 Ordering Fleet Cards: When ordering fleet cards for Interior owned vehicles, major pieces of equipment, boats or aircraft, the "I" tag number must be embossed on the card so that all supply and service transactions charged with the card will be assigned to the correct vehicle, major piece of equipment, etc. However, when ordering fleet cards for small motorized equipment such as lawn mowers, chain saws, hand tractors, compressors, etc., one charge card may be used to obtain fuel, lubricants and other supplies for all such equipment. The Park/area Fleet Manager must assign a miscellaneous control number for such cards. This miscellaneous control number must be embossed on the charge card in lieu of the "I" tag number. The assignment of numbers must be as follows: MISC-ORG Code-01, etc. (numbers will be sequentially assigned beginning with 01).

6.6 Using the Fleet Card at the Pump: When using a fleet card at the pump, the driver will be prompted to enter his or her Personal Identification Number and the vehicle mileage. The PIN number is the same for all cardholders. It is 111111.

6.7 State Taxes/Billing: State Sales taxes should be deducted from all fuel purchases by the issuing bank before the bills are mailed.

6.8 Motor Vehicle Maintenance

- A. Motor vehicle operators must use the grade (octane rating) of fuel recommended by the vehicle manufacturer, when fueling a motor vehicle owned or leased by the Government.
- B. Motor vehicle operators must not use premium grade gasoline in any motor vehicle owned or leased by the Government unless the vehicle specifically requires premium grade gasoline.
- C. Self-service pumps must be used to the fullest extent possible.
- D. Records must be maintained on each NPS owned, commercially leased vehicle, if leased more than 60 days and GSA leased vehicles to reflect utilization data to include miles or hours operated on a daily basis. Data covering two or more short trips during a single day may be combined to record total utilization during that particular day.

6.9 Care of Motor Vehicles.

- A. Vehicle operators must always ensure that keys and fleet cards are removed from unattended vehicles, and that all such vehicles are locked.
- B. The operator of the vehicle is responsible for immediately notifying the Park/area Fleet Manager of any accidents or damage to a motor vehicle. The Park/Area Fleet Manager is responsible for notifying the Accountable Officer responsible for the vehicle, of any accident(s) in which the vehicle may be involved. Whenever there is damage to an NPS owned, commercially leased or GSA leased vehicle, a report of survey must be completed by the operator of the vehicle and/or the Park/area Fleet Manager and forwarded to the Accountable Officer.
- C. Whenever vehicle damage results through misconduct or improper operation by an employee, the employee must be held financially responsible in accordance with Property Management Handbook, NPS-44. Therefore, all repairs of damage to motor vehicles must be approved by the Park/area Fleet Manager and reported to the Accountable Officer.

6.10 Fleet Charge Card Administration and Fleet Manager Responsibilities

- A. **Regional/Park Fleet Manager(s) Responsibilities.** Fleet Managers are responsible for establishing procedures for issuing fleet cards for all NPS owned motor vehicles, major pieces of equipment, boats, aircraft and small motorized equipment to prevent unauthorized use, and to ensure controlled use of the fleet cards.

- B. **Fleet Hierarchy Setup.** The fleet hierarchy in EAGLS is set up differently from the travel/purchase hierarchy. The fleet hierarchy structure is as follows: HL1 (DOI), HL2 (NPS APC), HL3 (NPS Fleet Manager), HL4 (Regional/Center Fleet Manager), HL5 (Park Fleet Manager) and HL6 or HL7 (Office Fleet Manager). Fleet Managers are responsible for making necessary changes and/or adjustments to their fleet accounts.
- C. **Fleet Card Billing/Statements.** Fleet transactions are centrally billed. There is a monthly statement mailed for each individual card. If there are discrepancies on the statements, contact the issuing bank Customer Service Department at (800) 472-1424.
- D. **Transferring of NPS Owned Vehicles From One Park to Another.** If a motor vehicle is transferred to another park, the fleet card along with the license plate should be transferred with the vehicle and annotated on the Transfer of Property Form, DI-104. The Park/Area Fleet Manager transferring the vehicle is responsible for coordinating with the receiving park to ensure that all of the necessary adjustments are made in EAGLS, such as hierarchy and account changes.
- E. **Vehicle Repair Limitations.**
- Except when determined administratively impractical, a motor vehicle will be replaced in lieu of being repaired when the cost of repairs is expected to exceed the economic value of the vehicle.
 - A vehicle that is wrecked or damaged beyond economical repair limits (including wear caused by abnormal operating conditions), may be replaced without regard to the normal replacement standards referenced in Federal Property Management Regulation (FPMR) Subpart 101-38.4. Prior to replacement, a written certification to that effect is required by the Regional Director.
- F. **Motor Vehicle Reporting Requirements.** The Operator's Record, Form DI-120 may be used for recording utilization data. The fleet cards will be used to capture the required data for the SF 82 Report and Executive Order 13031, "Federal Alternative-Fueled Vehicle Leadership."
- G. **Fleet Change Forms.** There are three fleet change forms and instructions to make the necessary adjustments in the EAGLS system: (1) Hierarchy Structure Change Request, (2) Fleet Account Change Form and (3) the Fleet Account Setup Form.